

## **BUDGET AND APPORTIONMENT**

The only hard copy documents required by School Finance are the Affidavit of Publication and the signature page. All other budget and apportionment information needs to be filed electronically. Contact School Finance at 602-542-8241 for details.

School Finance Unit  
Arizona Department of Education  
1535 West Jefferson Street, Bin #13  
Phoenix, Arizona 85007  
(602) 542-5695  
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### **USFRCS Budgeting Policies (IV-1 -3) include:**

- Each Charter School must submit to the Superintendent of Public Instruction a proposed budget no later than July 5 of the current fiscal year. The budget must be kept on file at the school and be made available upon request.
- A notice of the public hearing and governing body special meeting to adopt a budget must be published.
- The publication date must be no later than 10 days prior to the meeting; verification of the notice must be submitted with the adopted budget.
- Please note that you may not propose and adopt a budget at the same meeting.
- The school must adopt a budget no later than July 15.
- The governing board must file a publisher's affidavit of publication with the Superintendent of Public Instruction within 30 days after publication, on or before August 5th.